

# *Step by Step Instruction: How to Conduct Direct Certification using File Upload: Standard Format*

*Professional Standards Learning Code 3120  
Length: 1 hour*



***Revised August 2016***

"Step by Step Instruction: How to Conduct Direct Certification using File Upload: Standard Format" is intended for the School Food Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education. <sup>1</sup>

# *Step by Step Instruction: How to Conduct Direct Certification using File Upload: Standard Format*

## **Intended Audience and Content**

- This *How-To-Guide* is intended for Local Educational Agencies (LEAs) operating the National School Lunch Program (NSLP) who are required to conduct direct certification.
- The following slides provide guidance on how to conduct direct certification using File Upload: Standard Format when using the Arizona Department of Education (ADE) CNP Direct Certification matching system.
- Attendees are expected to already understand how the ADE CNP Direct Certification matches students for free meal benefits prior to reviewing this How-To-Guide. ***Please review the How-To-Guide below before continuing:***
  - [Step by Step Instruction: Introduction to CNP Direct Certification in CNP Direct Certification/Direct Verification](#)

# *Step by Step Instruction: How to Conduct Direct Certification using File Upload: Standard Format*

## **Objectives**

At the end of this training, attendees should be able to:

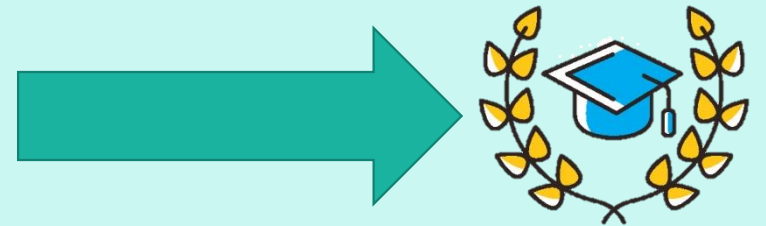
- understand how to conduct CNP Direct Certification using File Upload: Standard Format;
- understand the CNP Direct Certification match results; and
- be aware of common errors that come up using this search method.

## *Comprehension Check*

Throughout this guide there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.

Be sure to review these quiz questions and the answers, available within the guide.

This icon will indicate a comprehension quiz question, and the background of the slides will be a light blue/green like you see on this slide.



# *Step by Step Instruction: How to Conduct Direct Certification using File Upload: Standard Format*

*The Step by Step Instruction will review:*

Overview of the CNP Direct Certification Process	Slides 6-10
Creating an Excel Spreadsheet using Standard Format	Slides 11-30
Log into CNP Direct Certification	Slides 31-38
File Upload: Standard Format	Slides 39-46
Results of CNP Direct Certification	Slides 47-54
FAQ: Results of DC Report	Slides 55-60

*The following slides will only cover how-to instructions for File Upload: Standard Format. Please refer back to the [ADE Online Training Library](#) for other How-To-Guides regarding other ways to search in CNP Direct Certification.*

# Overview of the CNP Direct Certification Process

# Overview of the CNP Direct Certification Process

## Direct Certification

**Direct Certification** is the process of determining which children are eligible for free meal benefits based on documentation obtained directly from the appropriate state or local agency. Children directly certified will automatically receive free meal benefits without submitting a household application.

ADE has created an online computer matching system called **CNP Direct Certification** which allows LEAs to directly obtain confirmation from such agencies to determine if their students will qualify for free meal benefits.

LEAs can access this system at any time to generate documentation that may be used to certify students for free meal benefits within the program year.

Searching For  
Students

# Overview of the CNP Direct Certification Process

## Searching for Students

1. Choose *the search method*:
  - File Upload: Create and save an Excel file that contains a list of student data. The file is then uploaded into CNP Direct Certification.
  - Individual Student Lookup: Type student data directly into the table in CNP Direct Certification.
  - State Match: If your district assigns Student Accountability Information Services (SAIS) IDs, you are able to select your site that has pre-populated enrollment information in a dropdown found in CNP Direct Certification.
2. Choose the *data format* you want to use to search for the student:
  - First Name/Last Name/Date of Birth (Standard Format)
  - Social Security Number
  - Student Accountability Information Services (SAIS) ID

SAIS Details



# *Overview of the CNP Direct Certification Process*

## **Student Accountability Information Services ID (SAIS IDs)**

**SAIS ID** - Arizona Department of Education (ADE) assigns each student with a SAIS ID that acts as a student identifier from K-12<sup>th</sup> grade.

Student data is pulled from pre-populated enrollment information in AzEDS, via the SAIS system. SAIS IDs can be utilized to conduct CNP Direct Certification only if the site uses AzEDS to send information to the SAIS division of ADE.

If your school does not report AzEDS data to ADE, the State Match option will not provide results and will show zero (0) students. This will also affect all search methods using SAIS IDs such as File Upload using SAIS IDs and Individual Student Lookup using SAIS IDs.

### **SAIS Support Center:**

Phone: 602-542-7378

Toll Free: 1-866-577-9636

Email: [ADESupport@azed.gov](mailto:ADESupport@azed.gov)

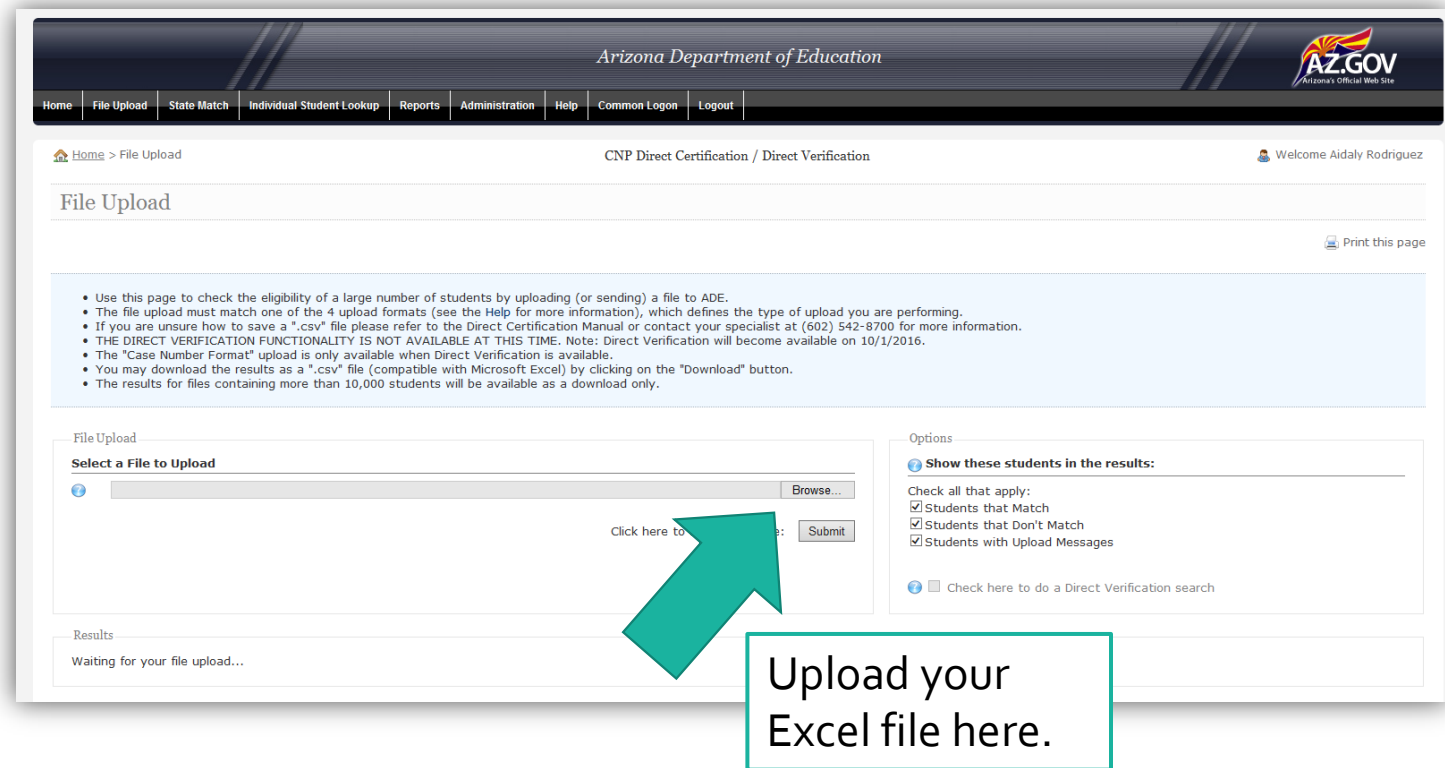
<http://www.azed.gov/student-accountability/>

File Upload:  
Standard Format

# Overview of the CNP Direct Certification Process

## File Upload: Standard Format

This method is recommended to search the eligibility of a large number of students.



The screenshot shows the 'File Upload' page on the Arizona Department of Education website. The page has a dark header with the 'AZGOV' logo and a navigation menu. The main content area is titled 'File Upload' and includes a list of instructions for uploading files. A green arrow points to the 'Click here to upload' link in the 'File Upload' section. Below the arrow is a text box that says 'Upload your Excel file here.'

Arizona Department of Education

Home | File Upload | State Match | Individual Student Lookup | Reports | Administration | Help | Common Logon | Logout

Home > File Upload

CNP Direct Certification / Direct Verification

Welcome Aidaly Rodriguez

File Upload

Print this page

- Use this page to check the eligibility of a large number of students by uploading (or sending) a file to ADE.
- The file upload must match one of the 4 upload formats (see the [Help](#) for more information), which defines the type of upload you are performing.
- If you are unsure how to save a ".csv" file please refer to the Direct Certification Manual or contact your specialist at (602) 542-8700 for more information.
- THE DIRECT VERIFICATION FUNCTIONALITY IS NOT AVAILABLE AT THIS TIME. Note: Direct Verification will become available on 10/1/2016.
- The "Case Number Format" upload is only available when Direct Verification is available.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.
- The results for files containing more than 10,000 students will be available as a download only.

File Upload

Select a File to Upload

Click here to upload: [Browse...](#) [Submit](#)

Options

Show these students in the results:

Check all that apply:

- ☒ Students that Match
- ☒ Students that Don't Match
- ☒ Students with Upload Messages

☐ Check here to do a Direct Verification search


Results

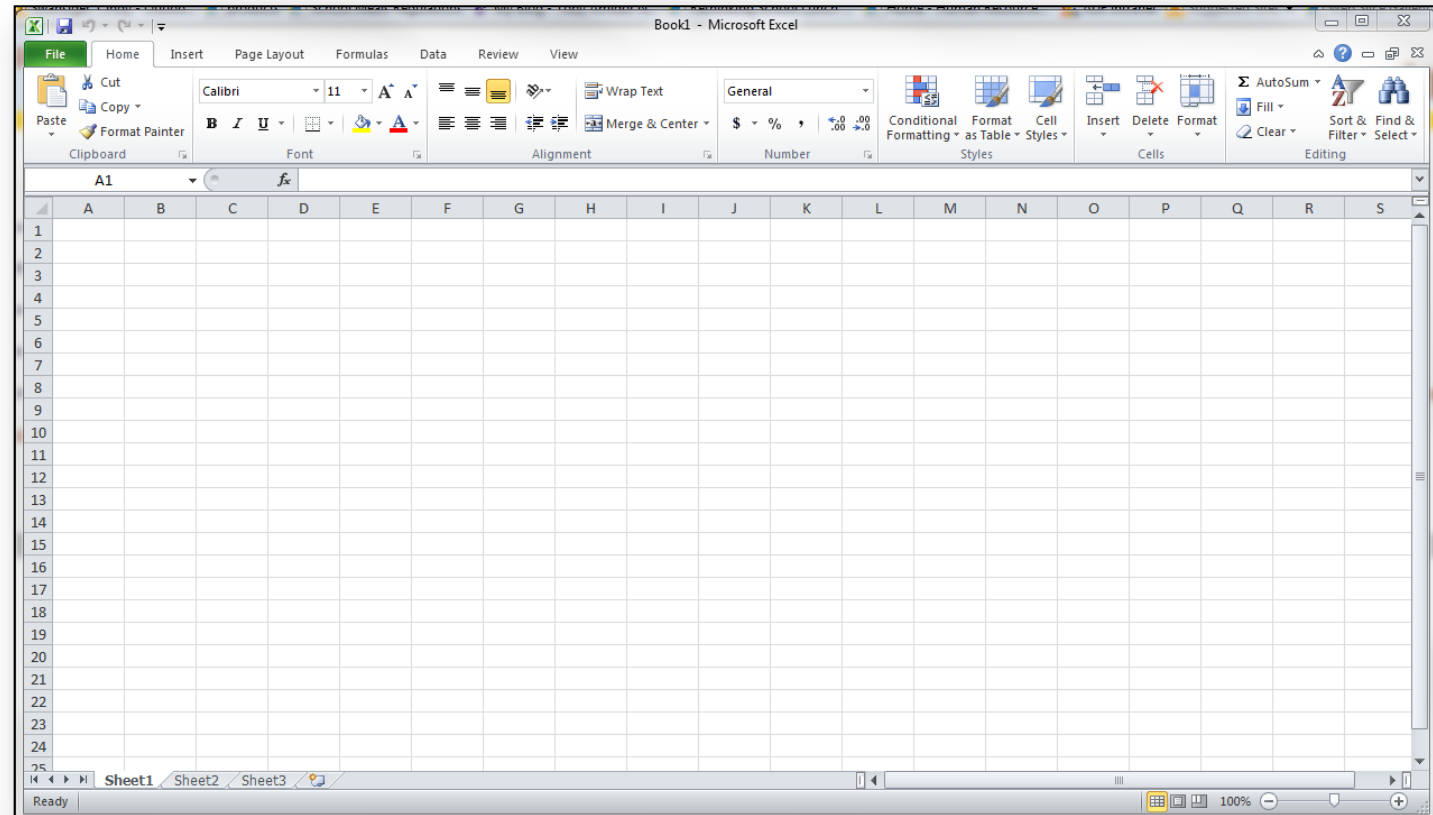
Waiting for your file upload...

Upload your Excel file here.

# Creating an Excel Spreadsheet using Standard Format

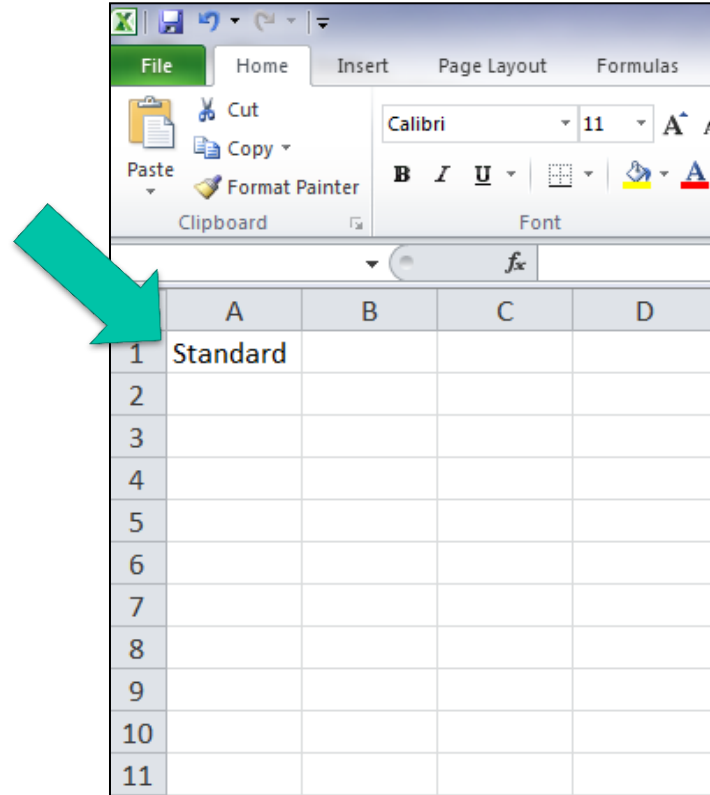
# Creating an Excel Spreadsheet using Standard Format

1. Open the Excel application  on your computer.  
*Your screen should display a blank spreadsheet as shown below:*



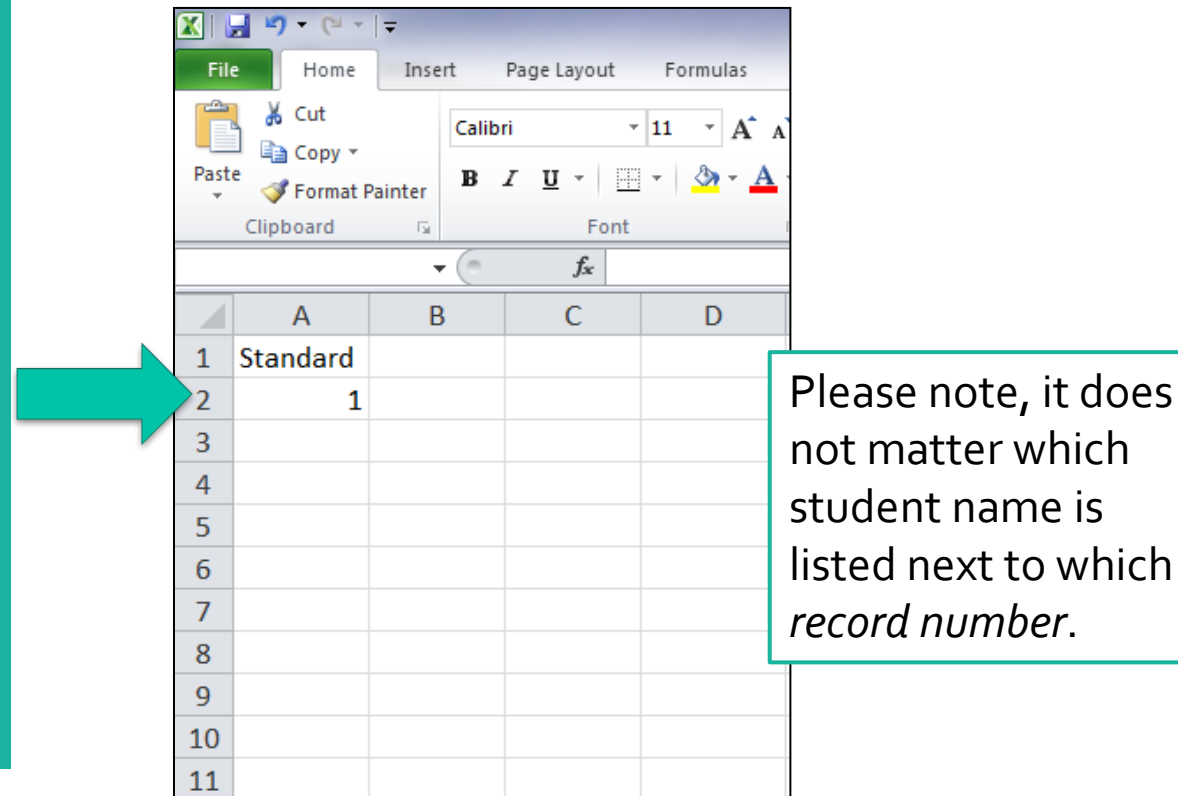
# Creating an Excel Spreadsheet using Standard Format

2. Type the word *Standard* into cell A1.



## Creating an Excel Spreadsheet using Standard Format

3. Starting on row 2, type a *record number* under the word *Standard*. A *record number* can be any number you choose. As a best practice, type the number **1** in column A.



## *Comprehension Check*

**What should you type in cell A1 when creating the file using Standard Format?**

- A. The number 1
- B. Standard
- C. A student name
- D. Standard Format



## Comprehension Check

What should you type in cell A1 when creating the file using Standard Format?

- A. The number 1
- B. Standard**
- C. A student name
- D. Standard Format

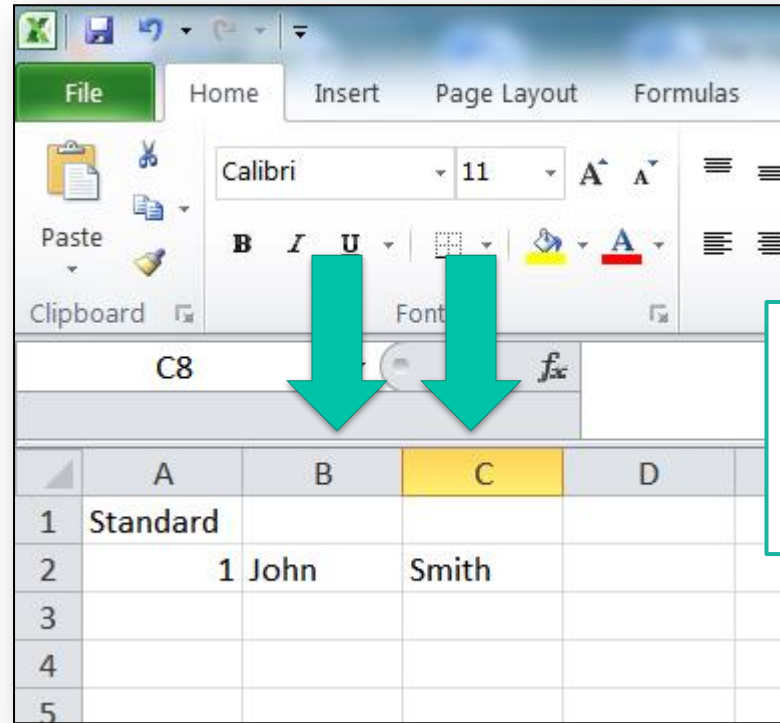
The system will only accept files that are formatted correctly. Be sure the first column, first row (cell A1) says *Standard*. Anything else in that first cell will create an error and will not produce search results.





# Creating an Excel Spreadsheet using Standard Format

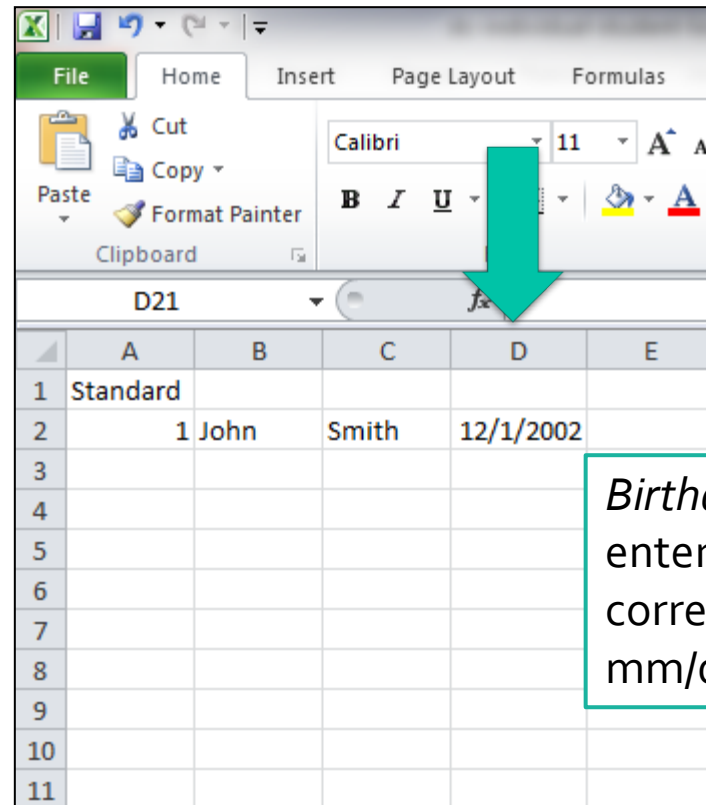
4. Type in the student's *first name* in column B and the student's *last name* in column C.



*First name must be in column B. Last name must be in column C.*

# Creating an Excel Spreadsheet using Standard Format

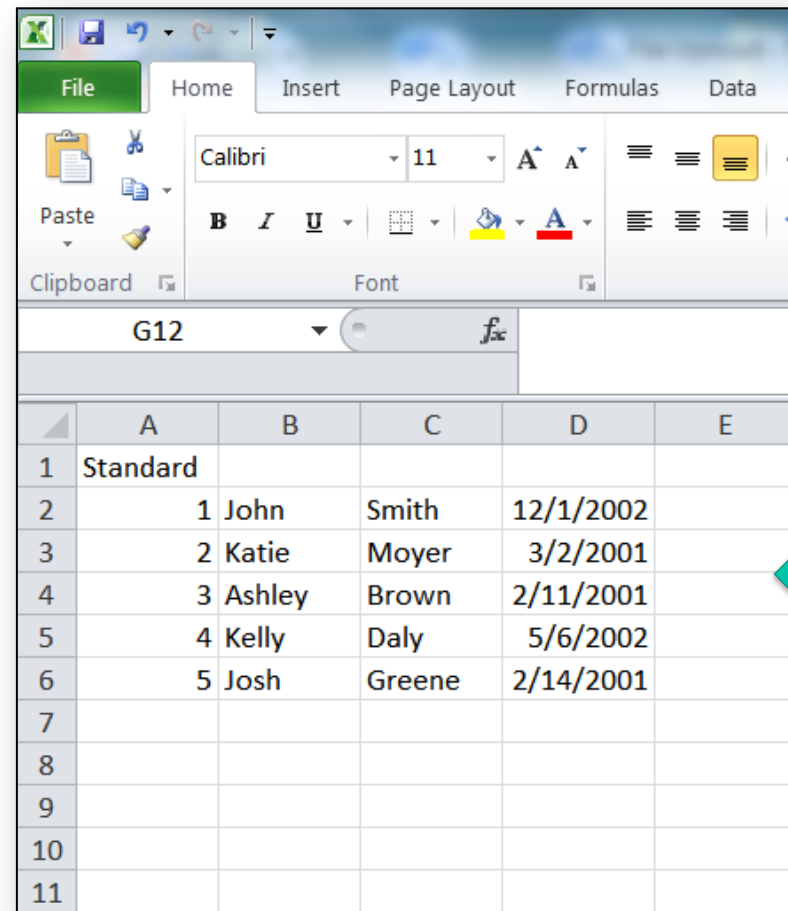
5. Enter the student's *birthdate* in column D in the format: mm/dd/yyyy. Please note, Excel will automatically remove any extra zeros for the day and month.



*Birthdate must* be entered using correct format: mm/dd/yyyy.

# Creating an Excel Spreadsheet using Standard Format

6. Repeat the steps for every student. Each row must have a *record number*, *first name*, *last name*, and *birthdate*.



The screenshot shows the Microsoft Excel interface. The ribbon at the top includes File, Home, Insert, Page Layout, Formulas, and Data. The Home ribbon is active, showing the Font group with options for font face (Calibri), size (11), bold, italic, underline, and text color. The formula bar shows 'G12'. The spreadsheet grid has columns A through E and rows 1 through 11. The data is as follows:

	A	B	C	D	E
1	Standard				
2	1	John	Smith	12/1/2002	
3	2	Katie	Moyer	3/2/2001	
4	3	Ashley	Brown	2/11/2001	
5	4	Kelly	Daly	5/6/2002	
6	5	Josh	Greene	2/14/2001	
7					
8					
9					
10					
11					

## *Comprehension Check*

**How should the birthdate for each student be typed into Excel?**

- A. Month, Date, Year each spelled out (March 4, 1998)
- B. MM/DD/YYYY (03/04/1998)
- C. Month-Date-Year (3-4-98)
- D. As a set of numbers with no spaces or dashes (341998)



## Comprehension Check


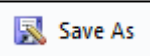
**How should the birthdate for each student be typed into Excel?**

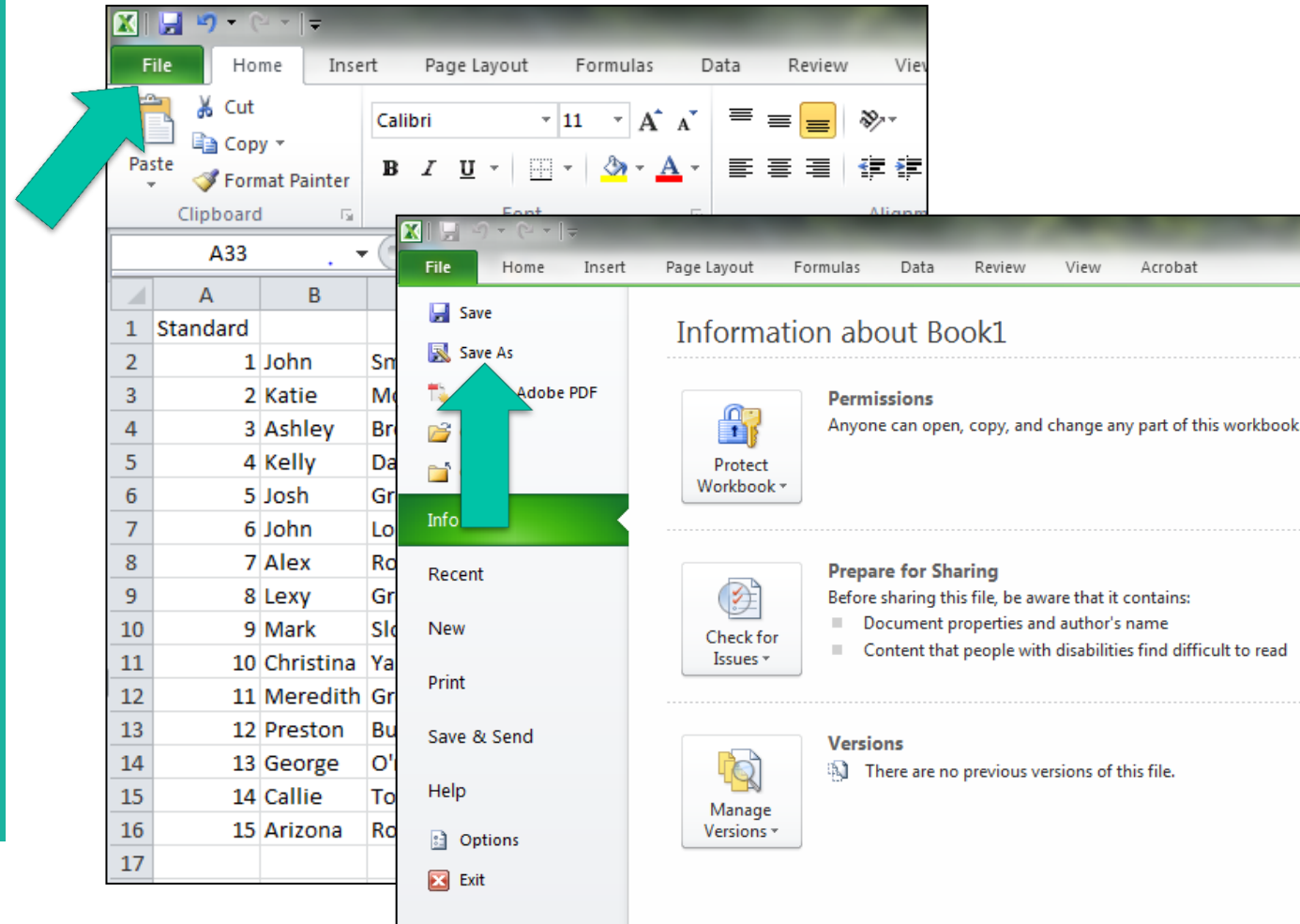
- A. Month, Date, Year each spelled out (March 4, 1998)
- B. MM/DD/YYYY (03/04/1998)**
- C. Month-Date-Year (3-4-98)
- D. As a set of numbers with no spaces or dashes (341998)

**The system will search the DES database for exact matches. This means the birthdates need to be listed exactly like they are in the DES database, which is MM/DD/YYYY. Note: Excel will automatically remove any extra zeros for the day and month, and that is acceptable. Refer to slide 18 for a reminder about this guidance.**



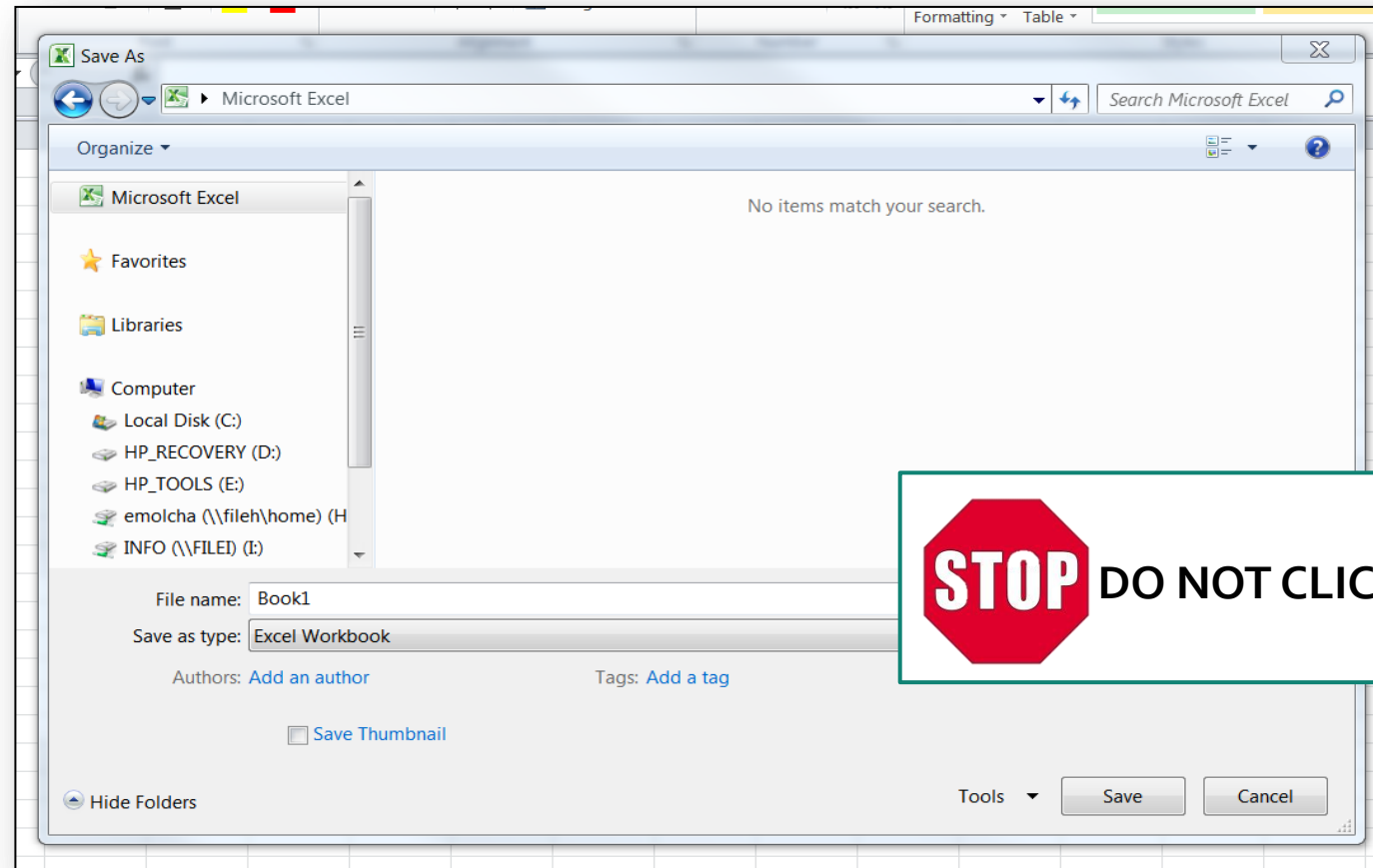
# Creating an Excel Spreadsheet using Standard Format

7. When all of the students have been entered, click  found on the top Excel menu, and choose the option .



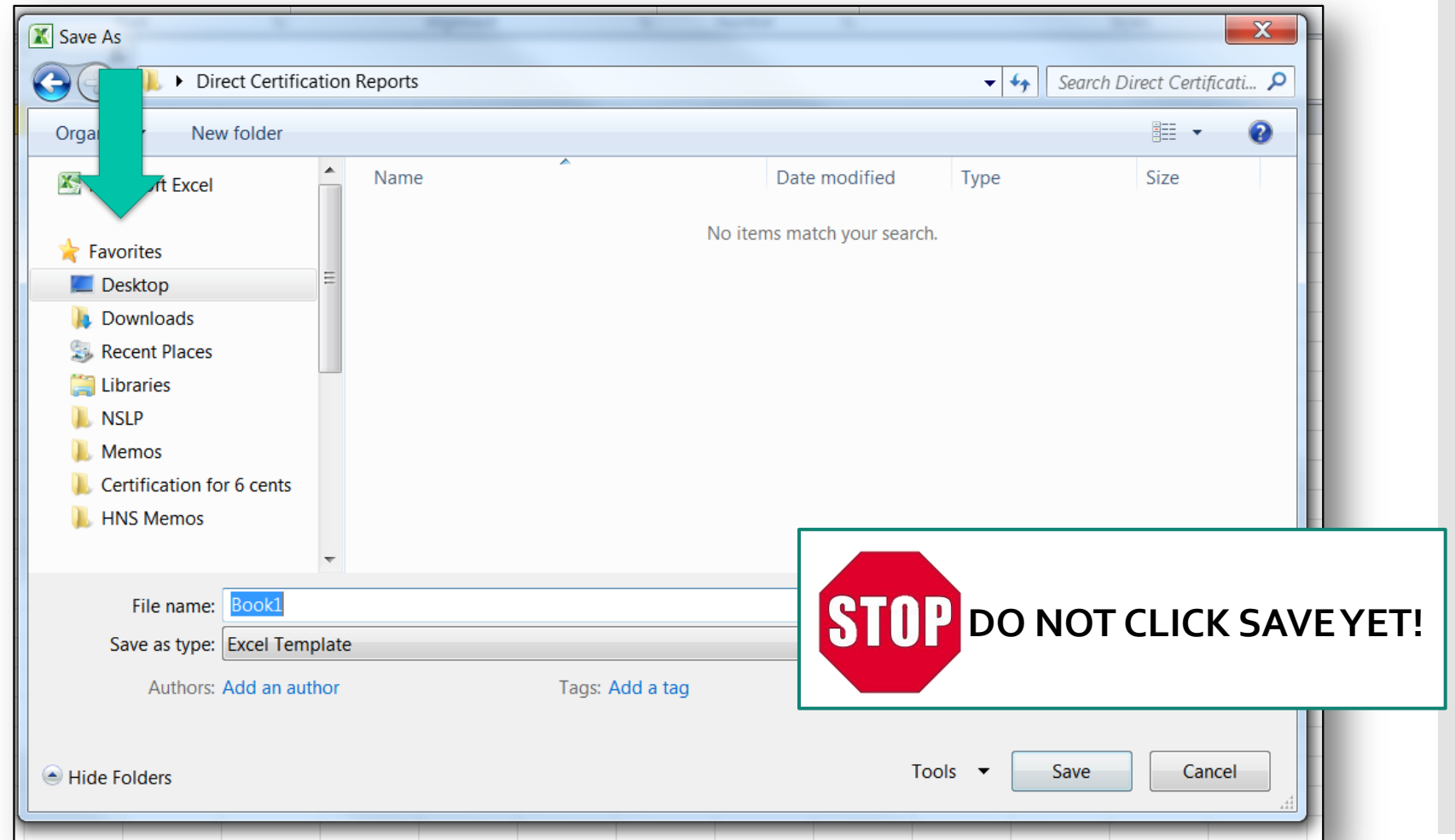
# Creating an Excel Spreadsheet using Standard Format

*A new window will appear. It should look like this:*



# Creating an Excel Spreadsheet using Standard Format

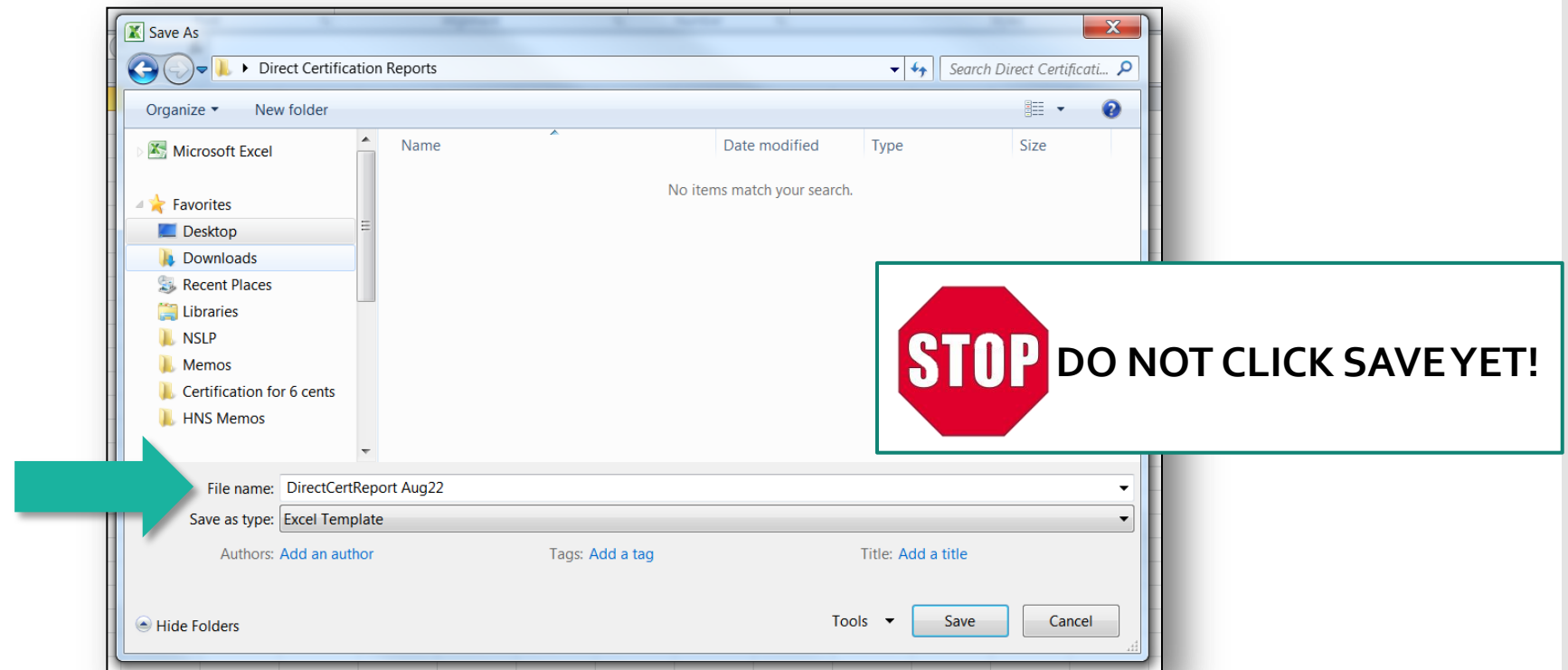
8. Select the location where you want to save the file.





# Creating an Excel Spreadsheet using Standard Format

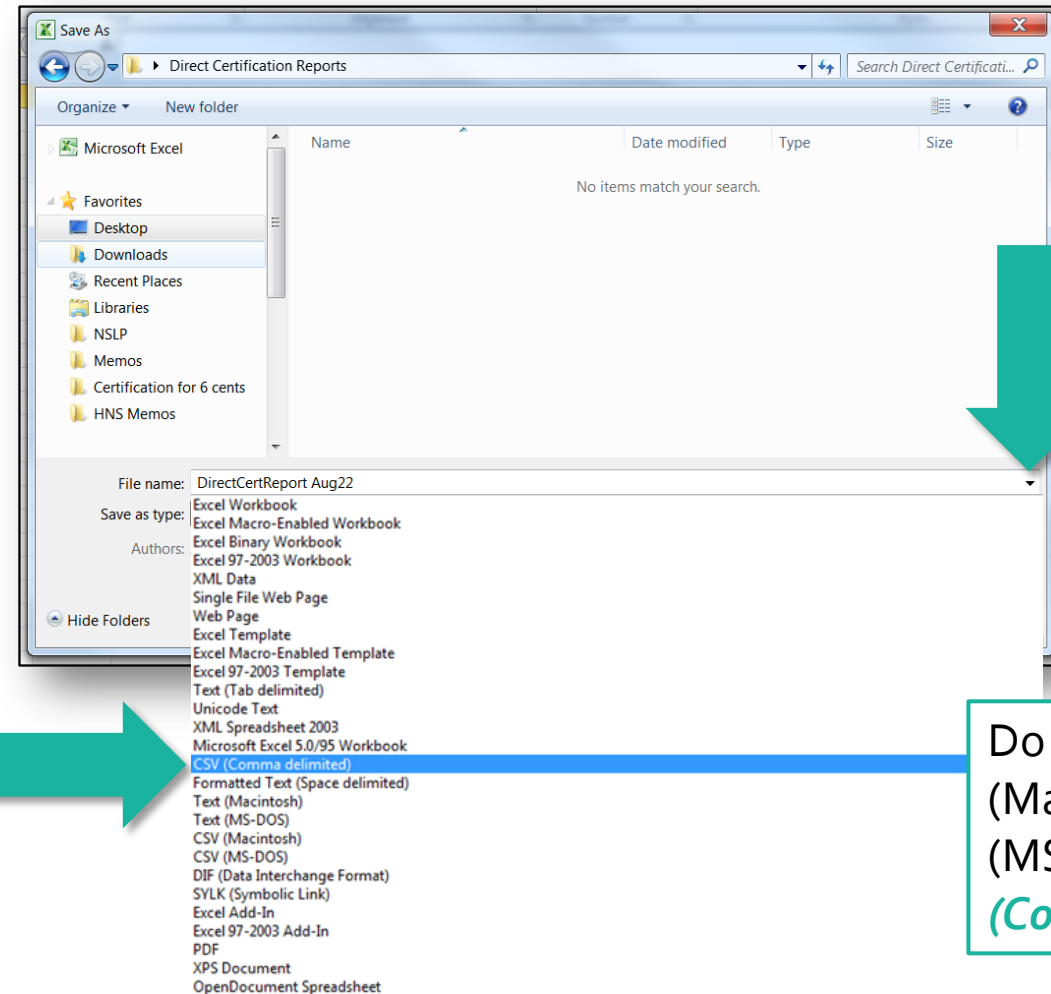
9. In the field **File name**, enter the name of the file. As a best practice, you should include the date you created the file within the file name.



For example, on the image above the file was created on August 22, so the file name *DirectCertReportAug22* was used.

# Creating an Excel Spreadsheet using Standard Format

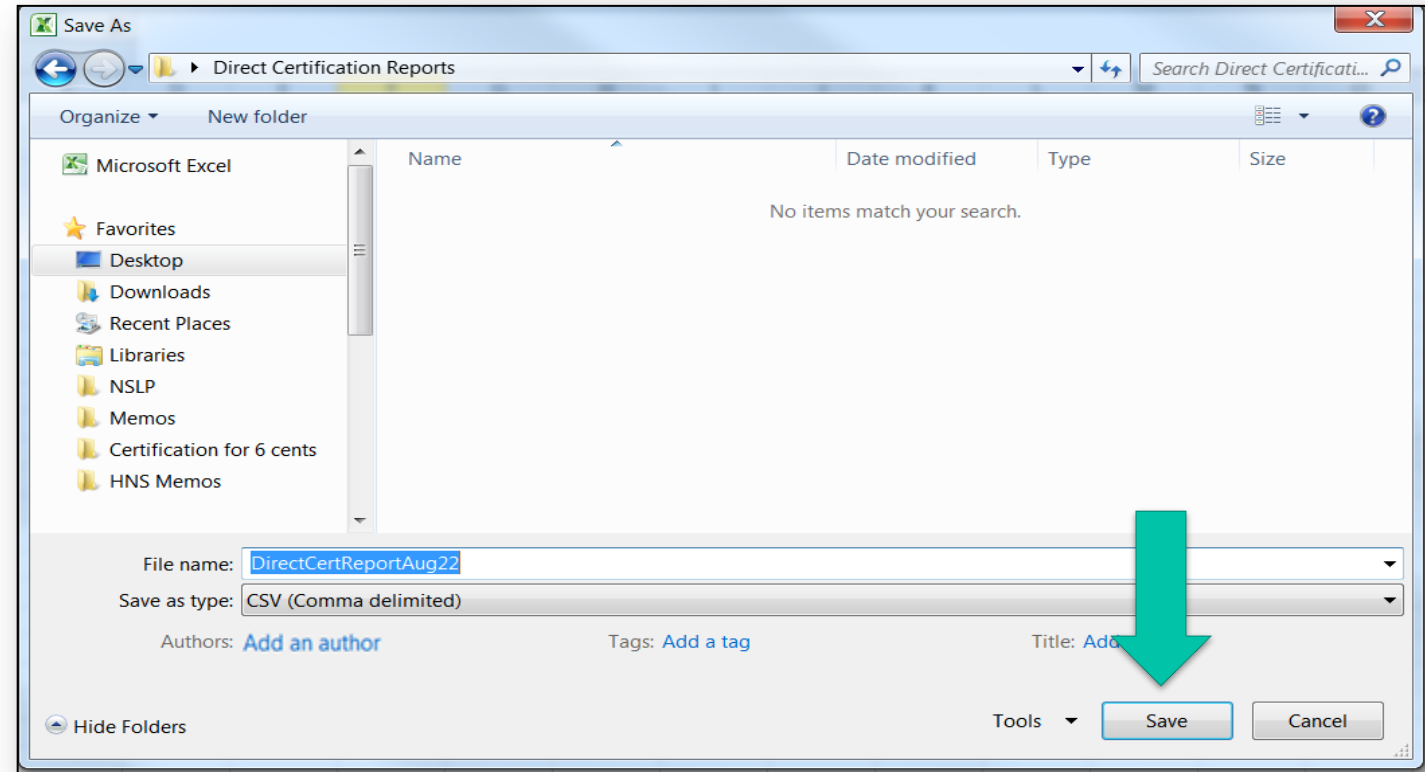
10. In the field *Save as type*, use the drop down to select *CSV (Comma delimited)*.



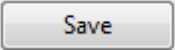
Do **not** use CSV (Macintosh) or; CSV (MS-DOS) only use *CSV (Comma delimited)*.

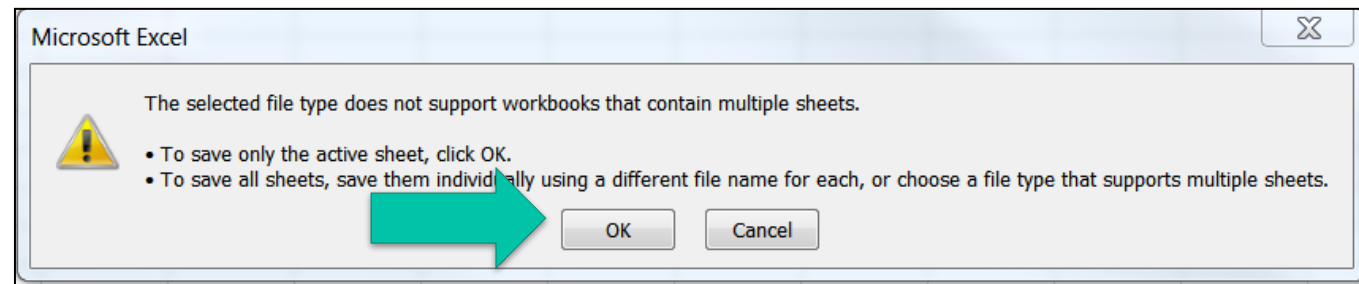
# Creating an Excel Spreadsheet using Standard Format

11. After you select *CSV (Comma delimited)* click .

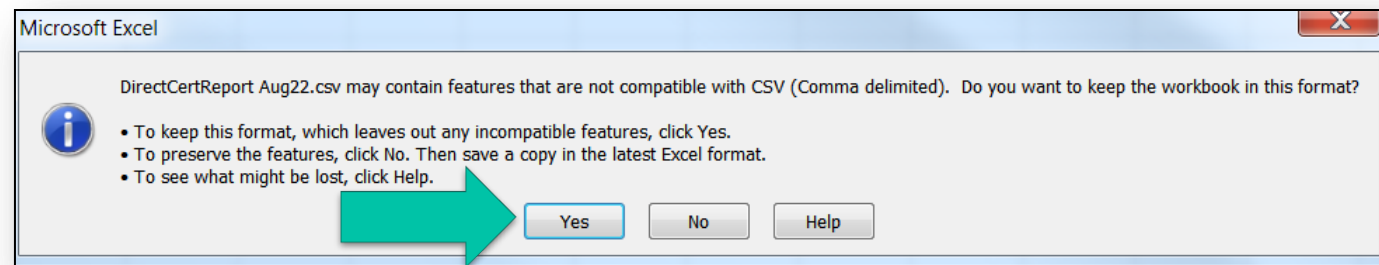


# Creating an Excel Spreadsheet using Standard Format

Depending on which version of Excel is being used, the following windows *may* appear after clicking . Click **OK** to confirm saving the file.



Click **Yes** to confirm saving the file.




## Comprehension Check

**Can you save the Excel file by clicking the save icon 📁?**

- A. Yes. As long as you know where you save the Excel file, it can be uploaded.
- B. Yes. That icon automatically saves the Excel file in the format needed for the search.
- C. No. You have to click Save As and choose a .csv file before you save it.
- D. No. That icon doesn't save the Excel file anywhere on your computer.



## Comprehension Check

Can you save the Excel file by clicking the save icon .

- A. Yes. As long as you know where you save the Excel file, it can be uploaded.
- B. Yes. That icon automatically saves the Excel file in the format needed for the search.
- C. **No. You have to click Save As and choose a .csv file before you save it.**
- D. No. That icon doesn't save the Excel file anywhere on your computer.

**The icon shown will save the file in .xls format. In order to use the Excel file for direct certification file upload, the file must be in .csv format. The *Save As* feature must be used in order to change the file format.**



# Log into CNP Direct Certification

# Log into CNP Direct Certification

1. Go to the ADE Health and Nutrition Webpage:  
<http://www.azed.gov/health-nutrition/nslp/>.





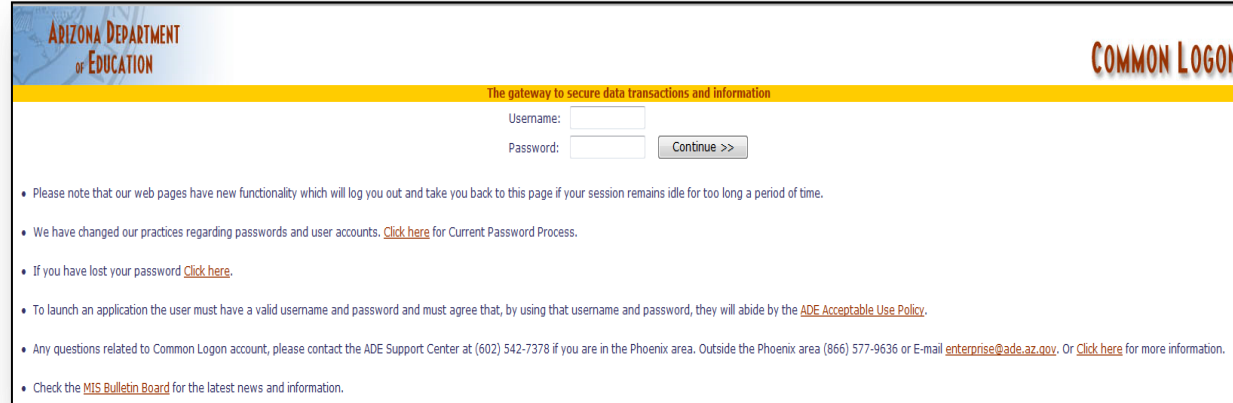
# Log into CNP Direct Certification

2. Click on **COMMON LOGON** found on the upper right of the webpage.



# Log into CNP Direct Certification

*A new webpage will load. It should look like this screen:*



The screenshot shows the 'COMMON LOGON' page for the Arizona Department of Education. At the top left is the 'ARIZONA DEPARTMENT OF EDUCATION' logo, and at the top right is the 'COMMON LOGON' title. Below the title is a yellow banner with the text 'The gateway to secure data transactions and information'. The main content area contains a login form with 'Username:' and 'Password:' labels, each followed by a text input field. To the right of the password field is a 'Continue >>' button. Below the form is a list of six bullet points providing additional information and links.

ARIZONA DEPARTMENT  
OF EDUCATION

COMMON LOGON

The gateway to secure data transactions and information

Username:

Password:

- Please note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail [enterprise@ade.az.gov](mailto:enterprise@ade.az.gov). Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.



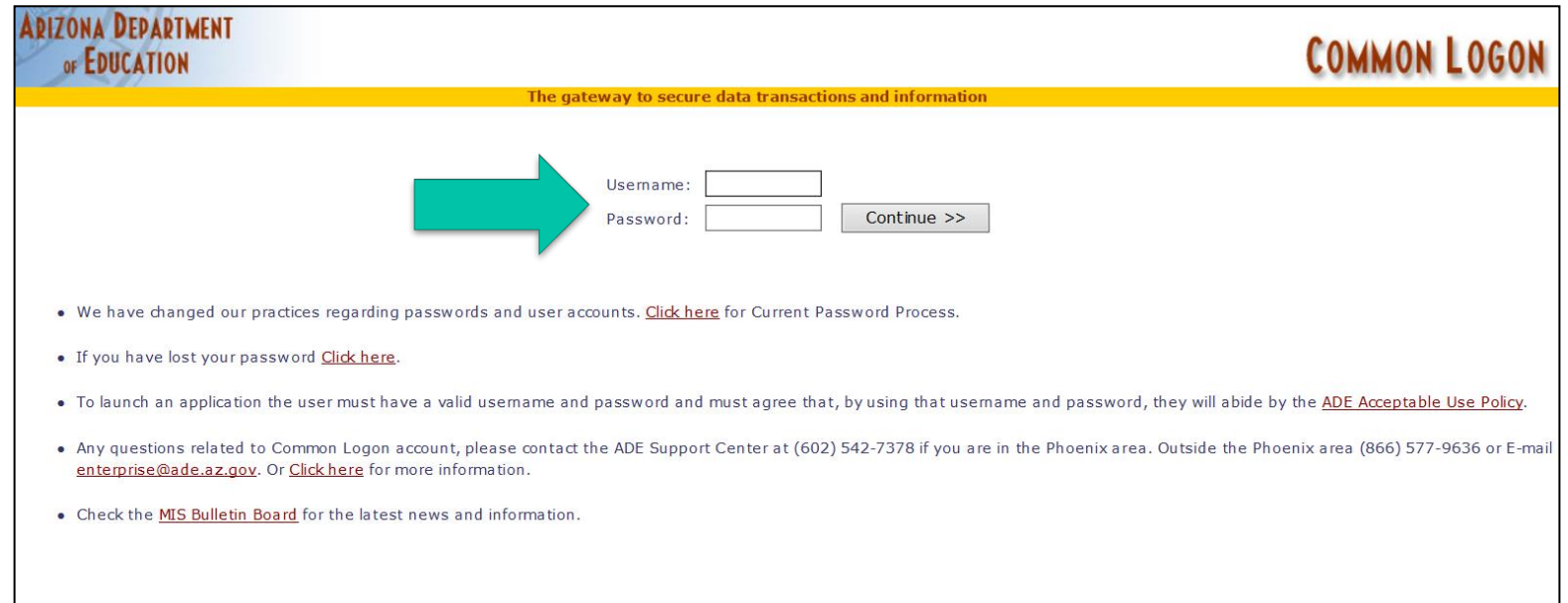
**You must have a username and password in order to access Common Logon.**

***\*If you do not have a username and password:***

- Complete the form *Common Logon Permissions for NSLP/Direct Certification*, requesting Direct Certification permissions, and send to ADE. This form can be found on the [ADE Program Forms Webpage](#).
- Receive a common logon username and password to access CNP Direct Certification/Direct Verification in 7-10 days.

# Log into CNP Direct Certification

## 3. Enter your Username and Password.



ARIZONA DEPARTMENT  
OF EDUCATION

COMMON LOGON

The gateway to secure data transactions and information

Username:

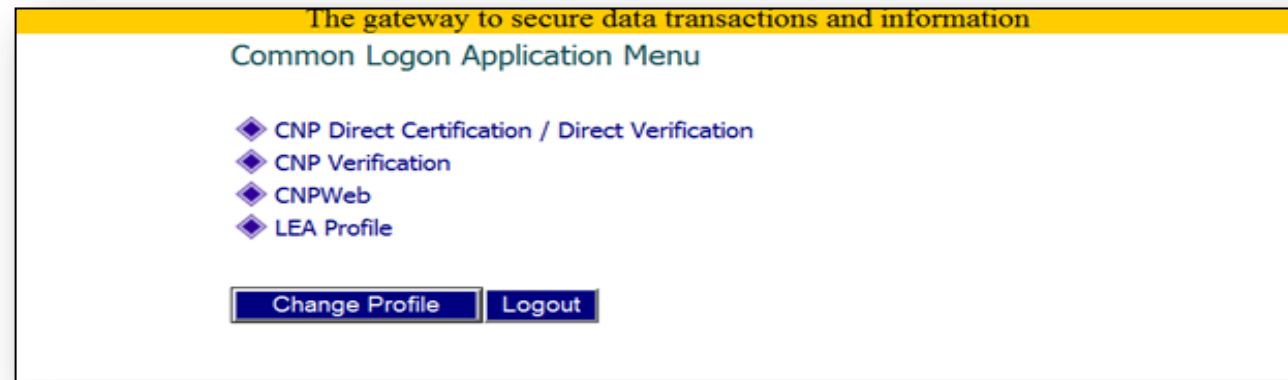
Password:

- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail [enterprise@ade.az.gov](mailto:enterprise@ade.az.gov). Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.

# Log into CNP Direct Certification

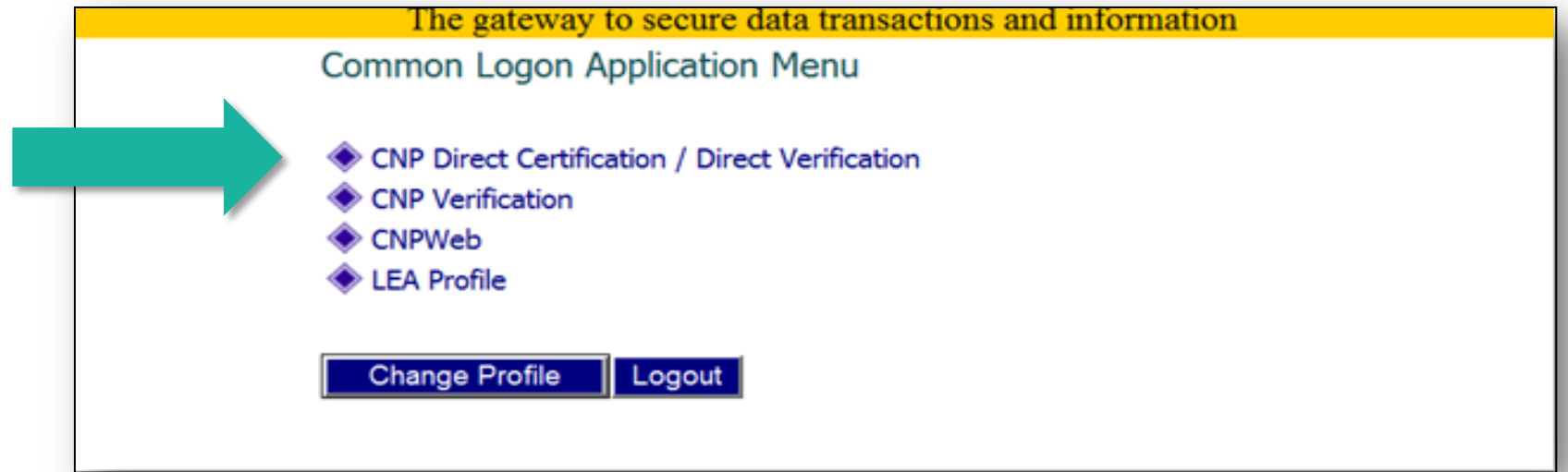
You have successfully logged into Common Logon.

*After logging in, your webpage will show all Common Logon Applications you have access to.*



# *Log into CNP Direct Certification*

4. Click on ◆ CNP Direct Certification / Direct Verification.



# Log into CNP Direct Certification

You have successfully logged into CNP Direct Certification/Direct Verification System.

*A new screen will load. It should look like this:*

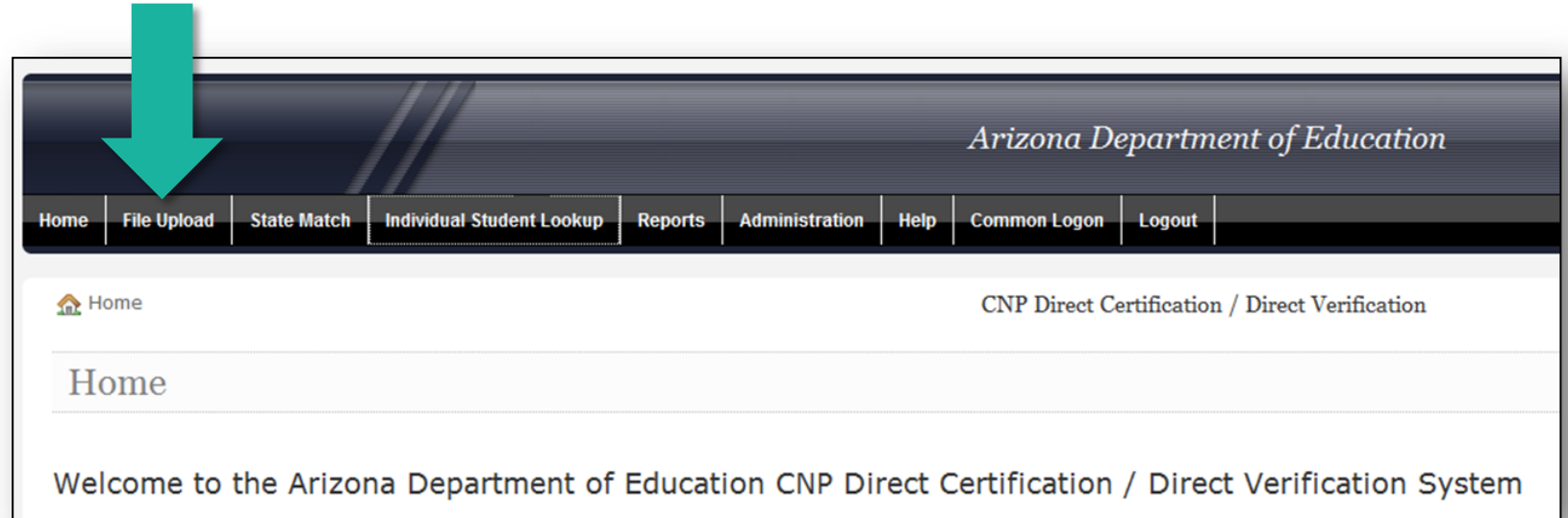
The screenshot shows the Arizona Department of Education's CNP Direct Certification / Direct Verification System interface. At the top, there is a dark blue header with the text "Arizona Department of Education" and the "AZ.GOV" logo. Below the header, a navigation bar includes a "Home" link, the page title "CNP Direct Certification / Direct Verification", and a user greeting "Welcome Aidaly Rodriguez". The main content area features a "Home" section with a welcome message: "Welcome to the Arizona Department of Education CNP Direct Certification / Direct Verification System". A light blue box contains an "ATTENTION:" section with the following text: "Direct Certification and Direct Verification search functions may be used ONLY for certifying or verifying Eligibility of students enrolled or seeking enrollment within the District or School requesting the information. Information provided by this system includes student personal information protected by FERPA and may not be used for any purpose other than as stated above. USE OF THE CNP DIRECT CERTIFICATION / DIRECT VERIFICATION SYSTEM MAY BE MONITORED TO ENSURE COMPLIANCE." Below this, an "Acknowledgement:" section states: "I acknowledge that my use of the CNP Direct Certification / Direct Verification system is in compliance with all restrictions stated". A large green arrow points to the "I AGREE / CONTINUE" button, which is located next to the "I DO NOT AGREE / EXT" button.

User must read the FERPA Compliance statement and acknowledge appropriate use of the system by clicking **I AGREE/CONTINUE** in order to proceed with CNP Direct Certification.

# File Upload: Standard Format

## *File Upload: Standard Format*

To start a search using the File Upload: Standard Format method, click on **File Upload** found in the black menu bar.





## File Upload: Standard Format

*A new screen will load. It should look like this:*

The screenshot shows a web browser window with the title 'CNP Direct Certification / Direct Verification'. The breadcrumb trail is 'Home > File Upload'. The user is logged in as 'Emily Molchan'. The page title is 'File Upload'. There is a 'Print this page' link. A blue information box contains the following text:

- Use this page to check the eligibility of a large number of students by uploading (or sending) a file to ADE.
- The file upload must match one of the 4 upload formats (see the Help for more information), which defines the type of upload you are performing.
- If you are unsure how to save a ".csv" file please refer to the Direct Certification Manual or contact your specialist at (602) 542-8700 for more information.
- THE DIRECT VERIFICATION FUNCTIONALITY IS NOT AVAILABLE AT THIS TIME. Note: Direct Verification will become available on 10/1/2013.
- The "Case Number Format" upload is only available when Direct Verification is available.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.
- The results for files containing more than 10,000 students will be available as a download only.

The main content area is divided into two sections:

**File Upload**

Select a File to Upload

Click here to upload your file:

**Options**

☒ Show these students in the results:

Check all that apply:

- ☒ Students that match DES
- ☒ Students that don't match DES
- ☒ File upload messages

☐ Check here to do a Direct Verification search (which includes Medical Assistance data)

**Results**

Waiting for your file upload...

- On the left side of the screen is a search bar titled, *File Upload*. You are able to upload the file you created and saved on your computer.
- On the right side of the screen are search options. You are able to choose which format to search students in and how you want the system to display your matches.

# File Upload: Standard Format

1. Click **Browse...** to upload the Excel file you created.

Home > File Upload

CNP Direct Certification / Direct Verification

Welcome Emily Molchan


## File Upload

Print this page

- Use this page to check the eligibility of a large number of students by uploading (or sending) a file to ADE.
- The file upload must match one of the 4 upload formats (see the [Help](#) for more information), which defines the type of upload you are performing.
- If you are unsure how to save a ".csv" file please refer to the Direct Certification Manual or contact your specialist at (602) 542-8700 for more information.
- THE DIRECT VERIFICATION FUNCTIONALITY IS NOT AVAILABLE AT THIS TIME. Note: Direct Verification will become available on 10/1/2013.
- The "Case Number Format" upload is only available when Direct Verification is available.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.
- The results for files containing more than 10,000 students will be available as a download only.

File Upload

Select a File to Upload

 **Browse...**

Click here to upload your file: **Submit**

Options

**Show these students in the results:**

Check all that apply:

- ☒ Students that match DES
- ☒ Students that don't match DES
- ☒ File upload messages

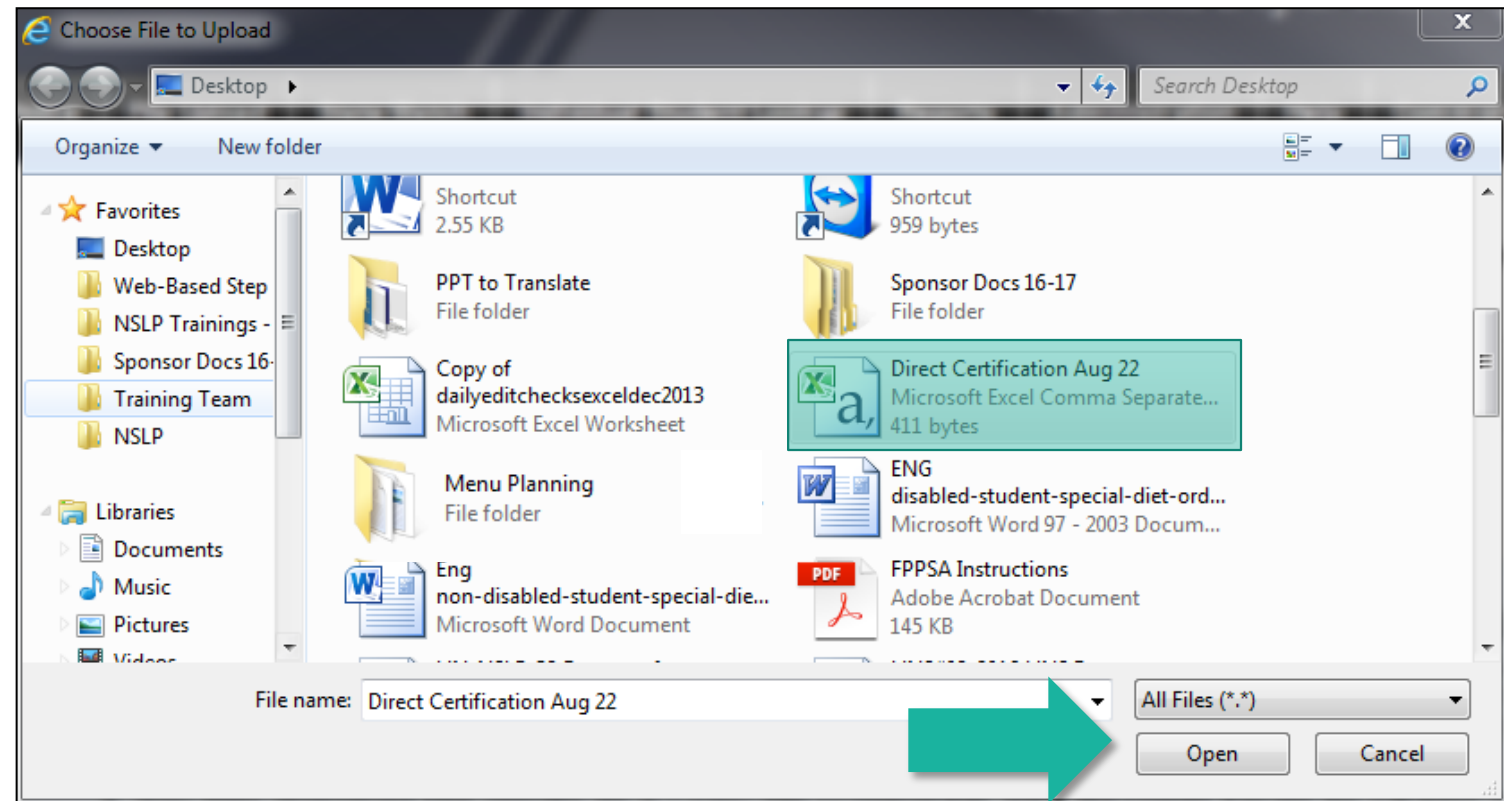
☐ Check here to do a Direct Verification search (which includes Medical Assistance data)

Results

Waiting for your file upload...

## *File Upload: Standard Format*

2. After you click **Browse...** you will see a new window appear. At this time you will locate the Excel file you created, and click **Open**.



# File Upload: Standard Format

Your **File Upload** search bar will show the Excel file you created. The field should show the file name ending in **.csv** as shown below:

Home > File Upload

CNP Direct Certification / Direct Verification

Welcome Aidaly Rodríguez

## File Upload

Print this page

- Use this page to check the eligibility of a large number of students by uploading (or sending) a file to ADE.
- The file upload must match one of the 4 upload formats (see the [Help](#) for more information), which defines the type of upload you are performing.
- If you are unsure how to save a ".csv" file please refer to the Direct Certification Manual or contact your specialist at (602) 542-8700 for more information.
- THE DIRECT VERIFICATION FUNCTIONALITY IS NOT AVAILABLE AT THIS TIME. Note: Direct Verification will become available on 10/1/2016.
- The "Case Number Format" upload is only available when Direct Verification is available.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.
- The results for files containing more than 10,000 students will be available as a download only.

File Upload

Select a File to Upload

C:\Users\larodrig\Desktop\DirectCertReportAug22.csv

Browse...

Click here to upload your file: Submit

Options

Show these students in the results:

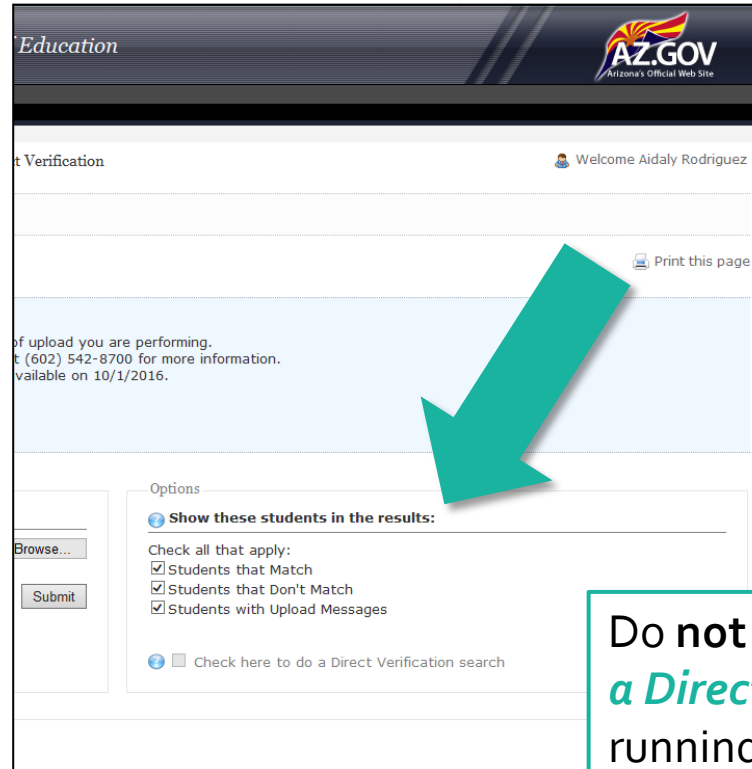
Check all that apply:

- ☒ Students that Match
- ☒ Students that Don't Match
- ☒ Students with Upload Messages

The file **must** be a CSV file. Check the end of your file name in the field. It must end in **.csv**. If it ends in **.xls**, the report will **not** run.

## File Upload: Standard Format

3. Select how you wish to show match results by checking boxes in the section, *Show these students in the results*.

The screenshot shows the 'Education' section of the AZ.GOV website. The user is logged in as 'Welcome Aidaly Rodriguez'. The page is titled 't Verification'. There is a 'Print this page' link. A large teal arrow points to the 'Options' section, specifically to the 'Show these students in the results' heading. Below this heading, there are three checkboxes: 'Students that Match', 'Students that Don't Match', and 'Students with Upload Messages', all of which are checked. There is also an unchecked checkbox for 'Check here to do a Direct Verification search'.

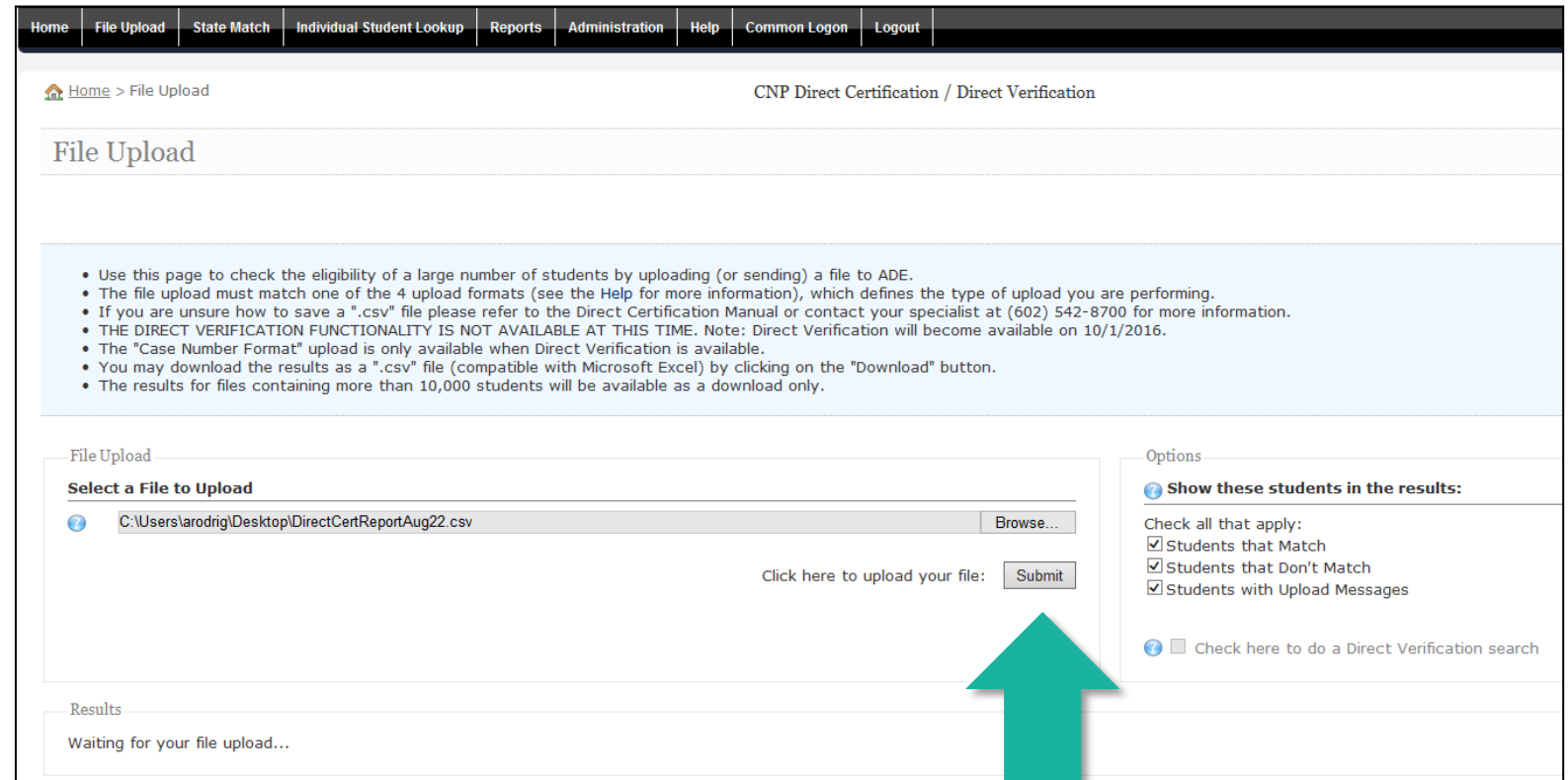
To get a match result for all students entered, check the boxes for :

- *Students that Match;*
- *Students that Don't Match;* and
- *Students with Upload Messages.*

Do not select the *Check here to do a Direct Verification search* when running a direct certification report. This option is only to be used during Verification activities.

## File Upload: Standard Format

4. Click  to run the report.



Home | File Upload | State Match | Individual Student Lookup | Reports | Administration | Help | Common Logon | Logout

Home > File Upload



CNP Direct Certification / Direct Verification


### File Upload

- Use this page to check the eligibility of a large number of students by uploading (or sending) a file to ADE.
- The file upload must match one of the 4 upload formats (see the [Help](#) for more information), which defines the type of upload you are performing.
- If you are unsure how to save a ".csv" file please refer to the Direct Certification Manual or contact your specialist at (602) 542-8700 for more information.
- THE DIRECT VERIFICATION FUNCTIONALITY IS NOT AVAILABLE AT THIS TIME. Note: Direct Verification will become available on 10/1/2016.
- The "Case Number Format" upload is only available when Direct Verification is available.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.
- The results for files containing more than 10,000 students will be available as a download only.


File Upload

Select a File to Upload

 C:\Users\larodrig\Desktop\DirectCertReportAug22.csv 


Click here to upload your file: 

Options

 Show these students in the results:

Check all that apply:

- ☒ Students that Match
- ☒ Students that Don't Match
- ☒ Students with Upload Messages

 ☐ Check here to do a Direct Verification search

Results

Waiting for your file upload...

# Results of CNP Direct Certification

# Results of CNP Direct Certification

## Match Results

Once you upload the file and click **Submit**, the window will refresh and display your search results below the file upload search bar.

File Upload

Select a File to Upload

Browse...

Click here to upload your file: 

Submit

Options

Show these students in the results:

Check all that apply:  
☒ Students that Match  
☒ Students that Don't Match  
☒ Students with Upload Messages

☐ Check here to do a Direct Verification search

Results

File Upload Processed as: **Standard File Upload**

Prepared by: **Aidaly Rodriguez**      Date Prepared: **8/16/2016 9:37 AM**

Direct Verification: **No**      Displaying: **Matches, Non-Matches, Messages**

Records Processed: **15**      Validation Errors Found: **0**


Matches Found: **5**      Non-Matches Found: **10**

SNAP Matches: **5**      MA Matches: **0**

TANF Matches: **0**      Foster Matches: **0**

FDPPIR Matches: **0**      Migrant Matches: **0**

Homeless Matches: **0**

Click here to download your results: 

Record Number ^

First Name

Last Name

Birthdate

Results

Decision Date

SNAP

TANF

1

John

Smith

12/01/2002

Match

01/25/2016

Y

2

Katie

Moyer

03/02/2001

Match

08/15/2015

Y

3

Ashley

Brown

02/11/2001

No Match

4

Kelly

Daly

05/06/2002

Match

08/31/2015

Y

5

Josh

Greene

02/14/2001

No Match

6

John

Lopez

09/05/2003

No Match

7

Alex

Rodriguez

08/05/2001

No Match

8

Lexy

Grey

03/13/2004

No Match

9

Meredith

Grey

07/15/2000

Match

07/25/2016

Y

10

Mark

Sloan

01/25/1999

No Match

11

Christina

Yang

08/20/1999

No Match

12

Preston

Burke

11/23/2001

Match

05/20/2016

Y

13

George

O'Malley

11/14/2003

No Match

14

Callie

Torres

12/24/2004

No Match

15

Arizona

Robbins

12/31/2002

No Match


Please note, if you do not see your results immediately on your screen, continue to scroll down as search results are displayed underneath the search bar.



# Results of CNP Direct Certification

## Saving Search Results

Match results must be kept on file to support why free meal benefits were provided to students. Please make sure to print or download these results, as you will not be able to retrieve them once you close the computer window. Results are not saved in the CNP Direct Certification system.

 Print this page

To **print** results, click the icon *Print this page* found at the top of the screen. This print will include the results and a summary box that contains information such as *prepared by* and *date prepared*.

Click here to download your results: 

To **download** results, click the icon *Click here to download your results* found directly above the match results displayed on the computer screen. Match results will be downloaded as an Excel file. Please note, when downloading results, the summary box that contains information such as *prepared by* and *date prepared* will not be included.

If results are downloaded, as a best practice you should include the date direct certification was conducted within the file name.

*For example: Direct Certification is conducted on August 23, your file name should be DCresultsAug232016.*

# *Results of CNP Direct Certification*

## **Extending Eligibility**

If an individual student matches in any of the five agency records (SNAP, TANF, FDPIR, Foster, MEP) the child automatically qualifies for free meal benefits.

A student with a match in SNAP, TANF, and/or FDPIR will qualify him/herself and will also qualify all enrolled household members for free meal benefits. This is referred to as *extending eligibility*.

Please note, a match in Foster or MEP does not extend free meal benefits to other household members.



Example

# Results of CNP Direct Certification

## Extending Eligibility

*Example 1: Harry Potter matched in the Foster column. Although Harry is in the same household as Dudley, we do not automatically certify Dudley as being free since a match in Foster cannot be extended to other household members.*

First Name	Last Name	Birthdate	Results	Decision Date	SNAP	TANF	MA	FOSTER	FDPIR	MIG	HOM
Dudley	Dursley	11/12/1997	No Match								
Harry	Potter	07/31/1997	Match	05/30/2001				Y			

*Example 2: Mary Kate matched in the SNAP column. Mary Kate and Ashley are siblings and are in the same household; therefore, we extend free meal benefits to Ashley since SNAP qualifies all enrolled household members for free meal benefits.*

First Name	Last Name	Birthdate	Results	Decision Date	SNAP	TANF	MA	FOSTER	FDPIR	MIG	HOM
Mary Kate	Olsen	08/25/1999	Match	08/25/2016	Y						
Ashley	Olsen	08/25/1999	No Match								

# Results of CNP Direct Certification

## If a Student Does Not Match

When a student is not found in any of the agency records, the word **No Match** will be listed next to the student's name. This does not change the student's eligibility.

LEAs should continue to search for non-matching students throughout the program year to determine if they are new participants in any of the agency's programs.

*For example: Hunter Smith was a No Match in DC. This means that his name/record was not found in any of the assistance programs. This does not change Hunter's eligibility to paid. This means he will have to qualify for meal benefits in another way (i.e. homeless liaison list, household application, etc.)*

First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	Foster	FDPIR	MIG	HOM
Hunter	Smith	11/12/2009	No Match								
Vivian	Corsaro	08/05/2010	Match	08/31/2015	Y						
Brian	Peterson	03/10/2010	Match	09/11/2015	Y	Y					
Roselynn	Martinez	06/21/2010	No Match								

## *Comprehension Check*

**True or False: Once you see the results, you are done with direct certification.**

- A. True.
- B. False. You have to email ADE to let them know you did direct certification. Once you do that, you are done.
- C. False. You must download or print your report and keep it on file. Once you have downloaded and/or printed the results, you are done conducting direct certification



## Comprehension Check

**True or False: Once you see the results on the screen, you are done with direct certification.**

- A. True.**
- B. False.** You have to email ADE to let them know you did direct certification. Once you do that, you are done.
- C. False.** You must download or print your report and keep it on file. Once you have downloaded and/or printed the results, you are done conducting direct certification

**All LEAs must keep these results on file. They can be downloaded and saved electronically, printed out, or both. The key is that you must be able to access the results at any time.**



# FAQ: Results of DC Report


## FAQ: Results of DC Report

*Do I need to download my results or can I just print the webpage?*

- Whichever method works better for the user. Upon request, the LEA must provide to ADE a copy of the original report and the date CNP Direct Certification was conducted. If you run multiple searches in Individual Student Lookup, you must print and/or save the results from each search. Please see slide 49 for details on how to print or download results.

Results

File Upload Processed as:		Standard File Upload	
Prepared by:	Aidaly Rodriguez	Date Prepared:	8/16/2016 9:37 AM
Direct Verification:	No	Displaying:	Matches, Non-Matches, Messages
Records Processed:	15	Validation Errors Found:	0
Matches Found:	5	Non-Matches Found:	10
SNAP Matches:	5	MA Matches:	0
TANF Matches:	0	Foster Matches:	0
FDPIR Matches:	0	Migrant Matches:	0
Homeless Matches:	0		

[Click here to download your results:](#) 

Record Number ^	First Name	Last Name	Birthdate	Results	Decision Date	SNAP	TANF	MA	Foster	FDPIR	MIG	HOM	Upload Message
1	John	Smith	12/01/2002	Match	01/25/2016	Y							
2	Katie	Moyer	03/02/2001	Match	08/15/2015	Y							
3	Ashley	Brown	02/11/2001	No Match									
4	Kelly	Daly	05/06/2002	Match	08/31/2015	Y							
5	Josh	Greene	02/14/2001	No Match									
6	John	Lopez	09/05/2003	No Match									
7	Alex	Rodriguez	08/05/2001	No Match									
8	Lexy	Grey	03/13/2004	No Match									
9	Meredith	Grey	07/15/2000	Match	07/25/2016	Y							
10	Mark	Sloan	01/25/1999	No Match									
11	Christina	Yang	08/20/1999	No Match									
12	Preston	Burke	11/23/2001	Match	05/20/2016	Y							
13	George	O'Malley	11/14/2003	No Match									
14	Callie	Torres	12/24/2004	No Match									
15	Arizona	Robbins	12/31/2002	No Match									

Click here to download your results: 



## *FAQ: Results of DC Report*

*Would ADE accept my CNP Direct Certification report if I copied the Match and No Match results onto an Excel spreadsheet?*

- ADE will ask to see the original report created from CNP Direct Certification. The LEA must keep the original search results format from the webpage or downloaded results. As long as the LEA has at least one copy in its original form, the LEA can copy the results into their own format.

## FAQ: Results of DC Report

*On my results page, if there is a Decision Date next to the student, do their free meal benefits begin on that date?*

- No. When the system provides a match under the column, *DES Results*, it also provides a date listed under the column titled, *DES Decision Date*. For purposes of certifying students for free meal benefits, we disregard the *DES Decision Date* and record the date the CNP Direct Certification was conducted.

First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	Foster	FDPIR	MIG	HOM
Hunter	Smith	11/12/2009	No Match								
Vivian	Corsaro	08/05/2010	Match	08/31/2015	Y						
Brian	Peterson	03/10/2010	Match	09/11/2015	Y	Y					

## *FAQ: Results of DC Report*

*On my results page, is it ok if the column, Decision Date, is blank?*

- Yes, it is ok if the column Decision Date is blank on the results report. For purposes of certifying students for free meal benefits, we disregard the DES Decision Date and record the date the CNP Direct Certification was conducted.

## FAQ: Results of DC Report

*My results page states my file is invalid, what do I do?*

- If you receive this error you must ensure the following is correct:
  - the file you uploaded has the word *Standard* typed in the first row first column (cell A1);
  - student's birthdates were entered in the correct format mm/dd/yyyy;
  - student's names were entered correctly: first name, last name; and
  - your file was saved as a CSV (Comma delimited) file.

Results			
File Upload Processed as:		<b>Invalid File Format value detected</b>	
Prepared by:	<b>Aidaly Rodriguez</b>	Date Prepared:	<b>8/16/2016 10:33 AM</b>
Direct Verification:	<b>No</b>	Displaying:	<b>Matches, Non-Matches, Messages</b>
Records Processed:	<b>0</b>	Validation Errors Found:	<b>0</b>
Matches Found:	<b>0</b>	Non-Matches Found:	<b>0</b>
SNAP Matches:	<b>0</b>	MA Matches:	<b>0</b>
TANF Matches:	<b>0</b>	Foster Matches:	<b>0</b>
FDPIR Matches:	<b>0</b>	Migrant Matches:	<b>0</b>
Homeless Matches:	<b>0</b>		

# Technical Assistance

If you have any questions about directly certifying students for meal benefits, use:

- The Eligibility Manual for School Meals and the various other How To Guides at:  
[http://www.azed.gov/health\\_nutrition/nslp/programguidance/](http://www.azed.gov/health_nutrition/nslp/programguidance/)

*For other questions about Direct Certification,  
please contact your School Nutrition Program Specialist.*

## *End of Training*

# Congratulations!

You have completed the Step by Step Instruction: *How to Conduct Direct Certification using File Upload: Standard Format*.

In order to count this training towards your Professional Standards training hours, the training content must align with your job duties.

Information to include when documenting this training for Professional Standards:

- Training Title: Step by Step Instruction: ***How to Conduct Direct Certification using File Upload: Standard Format***
- Learning Code: 3120
- Key Area: 3000- Administration
- Length: 1 hour

***Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.***

**Request a  
Certificate**

## *End of Training*

# Requesting a Training Certificate

Please click on the link below to complete a brief survey about this training. Once the survey is complete, ADE will create a certificate of completion and email it to you within 10 business days.

<https://www.surveymonkey.com/r/OnlineHowToGuides>

**The information below is for your reference when completing the survey.**

Training Title: Step by Step Instruction: ***How to Conduct Direct Certification using File Upload: Standard Format***

Professional Standards Learning Code: **3120**

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

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